



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES February 19, 2009

Approved
4/16/2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Jim Chud	Diana Baumbauer	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Michael Green	Miki Jackson		Craig Vincent-Jones
Dean Page		Rich Mathias		Nicole Werner
Robert Sotomayor		Josh Stevenson		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 2/19/2009
- 2) **Minutes:** Operations Committee meeting minutes, 1/15/2009
- 3) **Flyer:** Consumer Conference, Empowerment and Mobilization, 3/28/2009
- 4) **Bylaws:** Los Angeles County Commission on HIV, 2/20/2009
- 5) **Roster:** Los Angeles County Commission on HIV, 2/2/2009
- 6) **Matrices:** Commissioner Scores, Alphabetical and Numerical, 2/19/2009
- 7) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 8) **Commissioner Application:** Richard Mathias, 2/11/2009
- 9) **Commissioner Application:** David Giugni, 1/14/2009
- 10) **Report:** Attendance Report for Commissioners, January-December 2008, David Giugni, 2/17/2009
- 11) **Commissioner Application:** Kathleen Watt, 1/13/2009
- 12) **Report:** Attendance Report for Commissioners, January-December 2008, Kathleen Watt, 2/17/2009

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 1:30 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the January 15, 2009 Operations Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Johnson reported OAPP presented their revised contract services Board Letter to the Health Deputies February 18, 2009.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** Mr. Johnson presented a Board of Supervisors proclamation to Ms. Baumbauer recognizing her for her service as Commissioner; Operations Committee, Co-Chair; and Los Angeles Family AIDS Network, Executive Director.
 - A. **Co-Chair Elections:**
MOTION #3: (*Sotomayor/Page*): Elect Nettie DeAugustine and Michael Johnson as Operations Committee Co-Chairs (*Passed by Consensus*).
8. **OPEN NOMINATIONS PROCESS:**
 - Mr. Johnson expressed concern about poor attendance and vacancies among consumers. Mr. Vincent-Jones said he hoped the "Meet the Grantee" meetings would spur involvement. He added staff was developing a database of consumers.

Operations Meeting Minutes

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- ➡ Revisit options for consumer expense reimbursement.

A. Member Nominations:

1. Richard Mathias:

MOTION #3: (Page/DeAugustine): Nominate Richard Mathias to the Board Office District #3 seat contingent on official Board Office approval and the movement of Anthony Braswell to the Consumer District #3 seat (*Passed by Consensus*).

2. David Giugni:

MOTION #4: (Johnson/Page): Re-nominate David Giugni to the City of West Hollywood seat (*Passed by Consensus*).

3. Kathleen Watt:

MOTION #5: (Johnson/Page): Nominate Kathleen Watt to the Health Care Systems seat (*Passed by Consensus*).

- ➡ Include the scoring matrix in the packet just twice a year unless there are numerous applicants.

- ➡ Schedule interviews for Chris Villa, current Provider SPA 7 Alternate, and for Everett Alexander.

B. Latino Recruitment: There was no report.

9. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** The Procurement Work Group to schedule a work group meeting and report to the committee as previously discussed.

10. SERVICE PROVIDER NETWORKS:

- Representatives from the Commission and five Service Planning Areas (SPAs) brainstormed coordination models as Service Planning Networks (SPNs) have been sunset. The Commission agreed to tailor necessary work with SPAs to their individual SPA-related needs. Part of the comprehensive training program will be designed to roll-out at quarterly provider and consumer meetings over the course of one or two years.
- Mr. Vincent-Jones said Emily Gantz McKay, curriculum development specialist, may be contracted next year to help develop the training.
- ➡ Craft a schedule for provider forum meeting with a focus on qualitative data.
- ➡ Develop a schedule of annual Commission activities i.e., provider forums, the priority- and allocation-setting process, and LACHNA for SPAs to plan their participation.

MOTION #6: (DeAugustine/Johnson): Approve By-law revisions to reflect sunset of the SPNs (*Passed by Consensus*).

11. CONSUMER CAUCUS:

- The “Benefits 101” Consumer Caucus meeting will be February 26th at the Commission office.
- The Consumer Caucus meeting scheduled for March 12th will include a PPC focus group.
- The Consumer Conference, “Empowerment and Mobilization,” will be March 28th from 8:30 am to 4:30 pm.
- There will be two SPA 4 “Meet the Grantee” meetings in May and June - one on the east and west sides of the SPA.

12. **NON-COMMISSION COMMITTEE MEMBERSHIP:** The item was postponed.

13. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.

14. **COMPREHENSIVE TRAINING:** The item was postponed.

15. **COMMISSION OPERATIONS:** The item was postponed.

16. **ORDINANCE REVISIONS:** The item was postponed.

17. **COMMITTEE ACTIVITIES:** The item was postponed.

18. **COMMUNITY RELATIONS:** The item was postponed.

19. **POLICIES AND PROCEDURES:** The item was postponed.

20. **NEXT STEPS:** The item was postponed.

21. **ANNOUNCEMENTS:** There were no announcements.

22. **ADJOURNMENT:** The meeting was adjourned at 2:50 pm.